

MECHANIC ASSISTANT

DEFINITION

To perform general semiskilled preventive maintenance work on gasoline and diesel powered automotive and mechanical equipment; assist skilled mechanics with minor repair and maintenance jobs; assist in parts ordering; and to perform other related mechanical work.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform general preventive maintenance and repair on diesel and gasoline powered vehicle and equipment; inspect and service city vehicles

Assist skilled mechanics with minor repair and maintenance jobs.

Assist in parts ordering, re-orders to replenish auto parts on hand and recycles of used auto parts, assign stock numbers to auto parts.

Pick up and deliver city vehicles for regular maintenance service between the central garage and city hall.

Change fuel, oil, air filters and transmission and hydraulic fluid

Lubricate chassis, transmission, and differentials.

Check and fill master brake cylinders.

Perform maintenance checks on fan belts, windshield wipers, brake light and signal and similar equipment.

Steam clean, degreases and washes city vehicles.

Test, charges, and replaces batteries and battery cables.

Replaces and adjust components such as carburetors, fuel and water pumps, distributors, voltage regulators, coils, generators, bearings and gears.

Check, clean, adjust and replace breaker points and spark plugs.

Make emergency repairs to vehicles in the field.

Install new tires; fix flats; change and rotate tires.

Maintains time and material records of work completed.

Performed related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Preventive maintenance practices and techniques.

Lubricants, oiling, lubricating tools, and other materials used in lubricating motor equipment.

Methods of materials used in cleaning and washing motor equipment.

Principles of customer service

Hazards and safety precautions.

English usage, spelling, grammar, and punctuation.

Computer equipment and related software.

#### Ability to:

Service and perform minor repairs on gasoline and diesel engines, hydraulic systems, drive units and related equipment.

Diagnose routine problem in automotive related equipment.

Use hand and power tools commonly used in the maintenance and repair of automotive equipment

Operate of office equipment such as a calculator, computer and related software.

Compile and maintain records and files.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

#### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

One year of responsible experience involving automotive maintenance service work.

##### Training:

Equivalent to the completion of the twelfth grade.

#### License or Certificate

Possession of a Class "B" learner's permit at date of hire, with possession of a valid Class "B" California driver's license with air brakes and tanker endorsement supplemental within six months of hire date.

#### PHYSICAL DEMANDS

On a continuous basis, frequent walk, stand, sit, downward flexion of and side-to-side turning of neck; lift tools weighing up to 25 lbs. and transport for distances up to 300 feet. Occasionally bend, stoop, squat, reach above and at shoulder height, kneel, balance above ground, push/pull, twist at waist, lift objects up to 75 lbs above shoulder level, transport objects weighing over 75 lbs. with assistance, and operate computer keyboard and handheld power tools.

#### WORKING ENVIRONMENT

Primary work is performed in a shop environment with fluorescent lighting and moderate noise level. Tasks may require working in tightly enclosed spaces. Some exposure to hazardous materials and substances may occur in the course of work

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